**Request for Proposals**

Proposals for Accounting, Legal, and Auditing Services will be received by the Housing Authority of the Town of Harrison (“Housing Authority”) until **12:00 noon** on **April 1, 2021**.

The Request for Proposals (“RFP”) documents can be obtained from either the Housing Authority’s website, [www.harrisonhousing.com](http://www.harrisonhousing.com), under the Bid/RFP/RFQ section, or at the Housing Authority’s administrative offices between the hours of 9:00 a.m. and 3:00 p.m. Monday through Friday. Any prospective respondent obtaining the RFP from the website shall be responsible for ensuring they are aware of any addenda to the RFP by verifying such with the Authority’s administrative offices or the Housing Authority’s website prior to submission.

All proposals shall be submitted in a sealed envelope labeled appropriately (proposal title and return address) using one of the following submission procedures:

**HAND-CARRIED/MAILED/OVERNIGHT/EXPRESS MAIL DELIVERY**

All proposals shall be delivered to Raymond Lucas, Executive Director, Housing Authority of the Town of Harrison, 788 Harrison Avenue, Building #1, Harrison, New Jersey 07029. Respondents must ensure that their proposal is received no later than the deadline specified above. Proposals received after the deadline for any reason shall not be considered and will be returned to the sender. All proposals shall include any and all required documentation requested therein and a failure to abide by the RFP’s instructions in any way may lead to the proposal being rejected as non-responsive.

No proposal may be withdrawn for a period of sixty (60) days after the deadline. The Authority reserves the right to reject any and all proposals and/or waive minor irregularities, pursuant to all applicable rules and regulations. In accordance with the criteria included in the RFPs, each contract shall be awarded to the most advantageous proposal received by the Authority, cost and other factors considered.

This RFP is being issued pursuant to a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq.

Raymond Lucas

Executive Director